

Staffing Standards: A Quantitative Process to Determine Staffing Levels in TB Control Programs

8/04

Why TB Staffing Standards are needed:

- ♦ Critical to TB Control Programs in assessing and managing workload and justifying personnel needs
- ♦ Provides tools to identify total Full-Time Employees (FTEs) required by the TB Control program

TOOLS

Acuity Tool

- ♦ Measures the level of nursing care the TB patient needs
- ♦ Determines the case load a nurse should have
- ♦ Directly correlates to the amount of case management time per individual
- ♦ Establishes a nursing diagnosis

The acuity tool alone will not determine workload. To be effective the acuity tool must be combined with a workload analysis instrument

Workload Analysis Instrument

- ♦ Measures the time required for a TB nurse to manage a case load
- ♦ Translates into the total number of FTE's required by the TB Control Program
- ♦ Other uses:
 - Monitor and adjust caseload
 - Monitor staff productivity and quality of care
 - Establish workload priorities